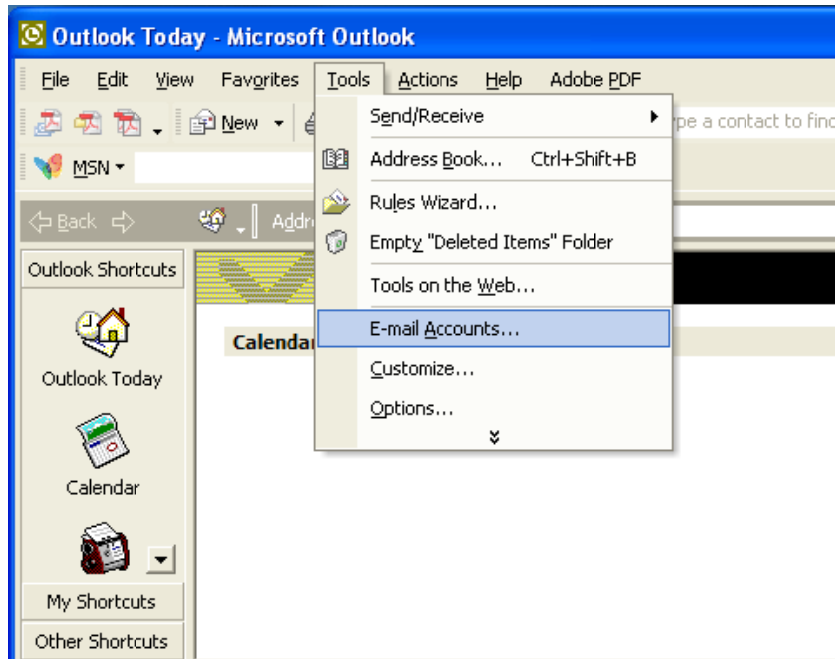


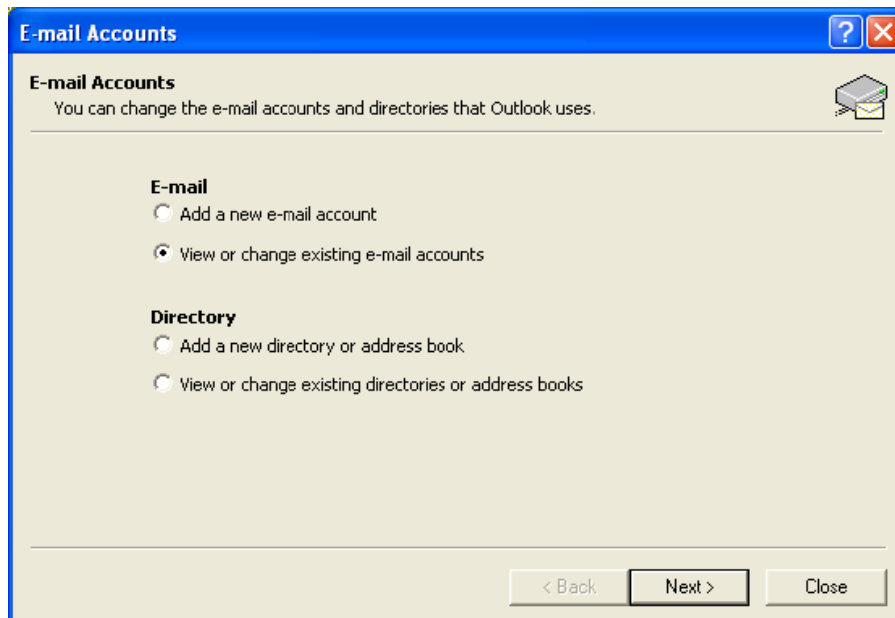
## Configuring Microsoft Outlook to clear messages from your E-mail server

NOTE: This guide has been designed using screenshots of Microsoft Outlook XP however; you should find that there are many similarities if you are using different versions. In addition it is specifically aimed for the use of AwebZ clientele.

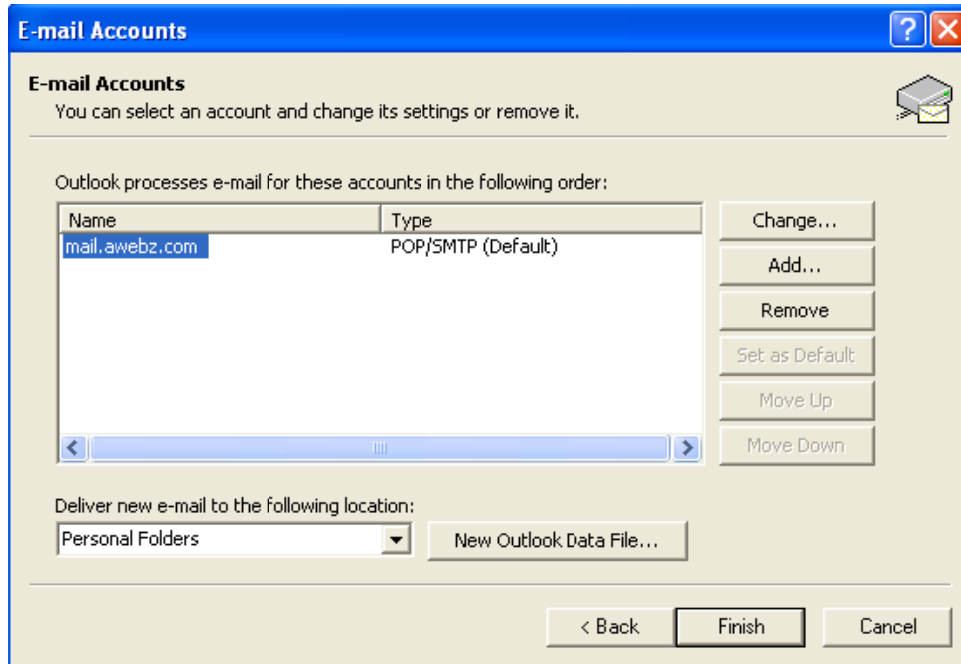
1. Locate Microsoft Outlook, select *Tools* and then *E-mail Accounts*.



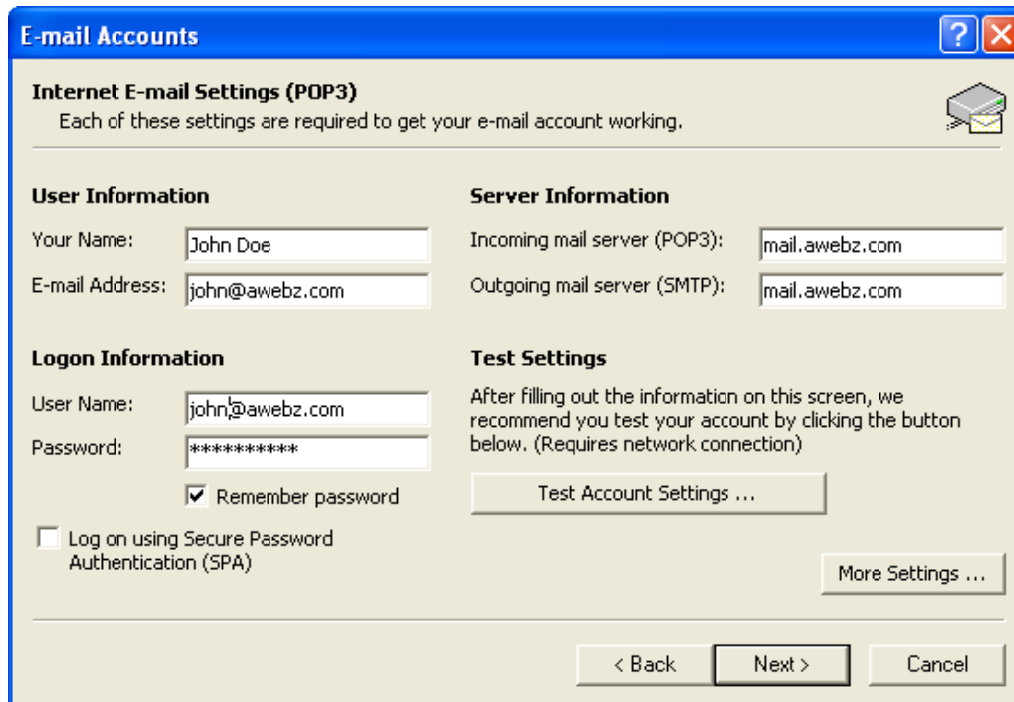
2. Select *View or change existing e-mail accounts* and *Next*.



3. Select the e-mail account you wish to change, then select *Change*.

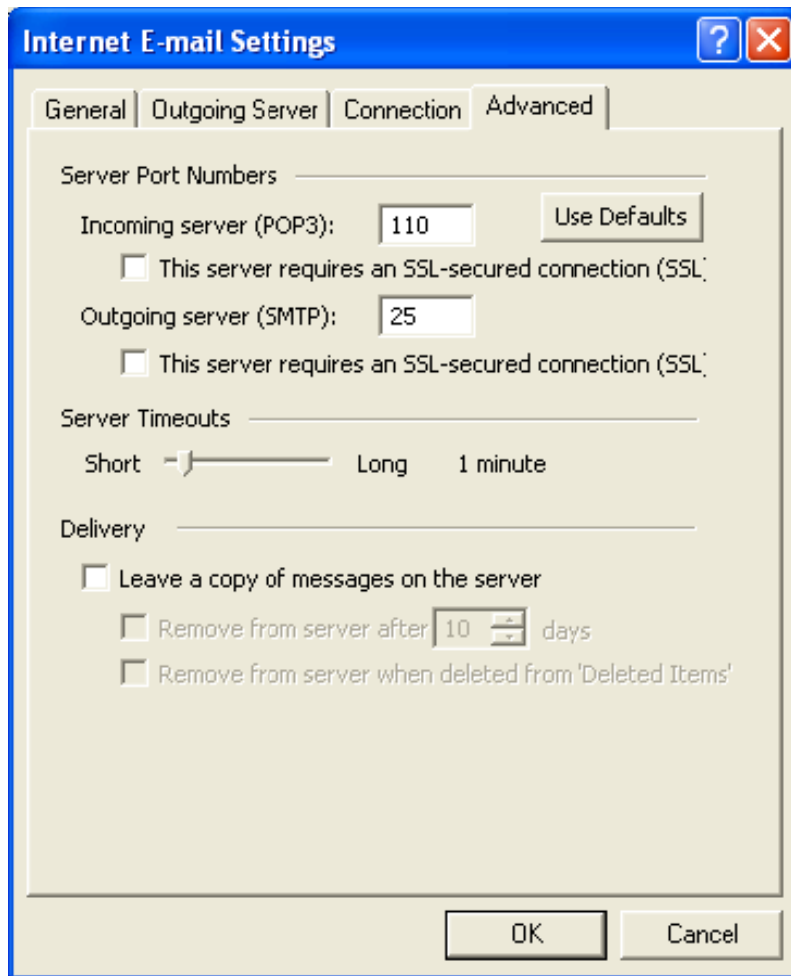


4. Select *More Settings*.



5. Select *Advanced*.

Below the section entitled 'Delivery', ensure the 'Leave a copy of messages on the server' checkbox is left UNCHECKED.



6. Select *OK*.
7. Select *Next*.
8. Select *Finish*.

This completes the process to ensure you have configured Microsoft Outlook to clear messages from your email server. This enables you to free up valuable space. Should you have any queries regarding the setting up of your account, please do not hesitate to contact us.